

	LOS LUNAS POLICE DEPARTMENT		
	ADMINISTRATION	NUMBER: ADM.33.01	EFFECTIVE DATE: May 10, 2010
	SUBJECT: Cell Phones		REVIEW DATE: March 6, 2017
	AMENDS/ SUPERSEDES:	NMSA:	
NMMLEPSC STANDARDS: <hr/>		APPROVED BY CHIEF OF POLICE NAITHAN G. GURULE 	

I. Policy

The Los Lunas Police Department may issue cell phones to select Supervisors and Officers. These cell phones are issued for official business only and are subject to investigation, search, and review without prior notice in accordance with VLL Personnel Ordinance (revised 03/06/2017).

As a rule, cell phones are not to be used for personal business. The Department does recognize and allow minimal personal use of the cell phone. The policy allowing for minimal personal use recognizes that there are times when an employee needs to use a phone for personal reasons of an urgent or emergency basis and is unable to get to a regular phone. However, using the cell phone daily, or several times a day for personal use, is not normally going to be interpreted as justifiable minimal use. ~~If an employee has to use a cell phone for emergency use, that usage shall be outlined on the Officers daily report~~ (revised 03/06/2017)

~~Private use of Department issued cell phones is prohibited. If an Officer or Employee goes over the minutes allotted to that phone, the employee may have to submit justification in writing to their supervisor explaining that the use is for work related issues.~~ (revised 03/06/2017).

It should be noted that excessive unwarranted usage may be cause for loss of cell phone privileges and possible disciplinary action. Disciplinary action may include reimbursement to the Department of the charges incurred by the excessive use.

Personal cell phones are not to be used for official business, such as producing evidence at crime scenes, unless exigent circumstances exist, which will subject the personal cell phone to investigation, search, and review (revised 03/06/2017).